

## Electoral Officer

Thank you for your interest in the position of Electoral Officer at the Students' Representative Council (SRC) of the University of Sydney.

The SRC is the representative body of all undergraduate students of the University of Sydney. It is funded by the University but is an independent, autonomous body.

The SRC is seeking an experienced person to conduct the 2026 Annual Elections. The Electoral Officer will oversee the election of Council Representatives, *Honi Soit* Editors, NUS delegates and the President.

The election will be held in late September 2026 (with official dates to be set by the Electoral Officer), and work will commence from July 2026. Completion will be around October 2026, with the final task for completion with attendance at a special meeting of Representatives-elect in October/November 2026.

This is a fixed stipend position (\$16,000 plus 11.5% superannuation) with half the stipend paid upon appointment to the position and the remaining amount upon tabling the Electoral Officer's Report to Council.

By applying for this position, you will ensure that:

- 1) The election of Council Representatives, *Honi Soit* Editors, NUS delegates and the President shall be conducted in accordance with the *Constitution* and *Regulations* of the organisation.
- 2) Counting for the votes for the *Honi Soit* Editors and President elections shall be completed on the same night of the last day of voting.
- 3) Counting for the votes for the Council Representatives and NUS delegates shall be completed within 15 working days of the last day of voting.
- 4) The elections of Officers, members of Standing Committees and other positions are held at the special meeting of Representatives-elect, where the Electoral Officer shall be the Returning Officer and Chair of the meeting.
- 5) An Electoral Officer's Report of the elections conducted shall be tabled before the Council.

The following are the selection criteria against which candidates will be assessed.

#### Essential Criteria

- Ability to conduct elections including Proportional Representation ballots
- Demonstrated knowledge of optional preferential single-transfer vote counting
- Demonstrated ability to interpret electoral regulations clearly and fairly
- Demonstrated ability to work within a budget
- Able to multitask and work under pressure while remaining impartial and decisive
- Able to organise an efficient and expedient vote counting process with casual staff
- Demonstrated credentials of independence and impartiality
- Working with communications staff to produce notices, emails and website updates relating to an election.
- Experience in conferring with parties about interpretations of the rules.
- Competency with email communication and online meeting platforms (Zoom etc)
- Be able to work with the online election system to run part of the elections.

#### Desirable Criteria

- Resourceful and lateral thinking
- Experience in managing and training staff (in the electoral process)
- Knowledge of editing, layout and desktop publishing
- Knowledge of online technologies

Applications should be addressed to the President with the subject as confidential and may be forwarded in the following manner:

**By Hand** Level 1 Wentworth Building, University of Sydney NSW 2006

**Email** [president@src.usyd.edu.au](mailto:president@src.usyd.edu.au)

**The closing date for applications is 22<sup>nd</sup> May 2026. With interviews to be held on the 27<sup>th</sup> and 28<sup>th</sup> of May 2026**

A selection committee will review all applications, and the successful nominee requires confirmation by the Council.